

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Probation Officer

DEPARTMENT: County Probation

DIVISION: Community Services

GENERAL DESCRIPTION:

Performs highly responsible public contact work in the management and supervision of offenders placed on misdemeanor probation supervision and those individuals who enter into a Pre-trial Intervention contract.

ESSENTIAL JOB FUNCTIONS:

1. Directs, supervises and maintains conditional custody and control of the activities of the caseload as assigned using accepted modern practices. Monitors behavior to report compliance or non-compliance with conditions of court order or contract. Prepares oral and written reports as required.
2. Visits home, employment site and other places to monitor the behavior of the individual under supervision. Maintains accurate case records and case notes. Ensures cases are terminated in a timely manner so as not to lose jurisdiction.
3. Counsels assigned persons under supervision in the areas of personal motivation, employment, training, education, health care services, financial assistance and other goal oriented treatment available within the community. Directs individuals to resources available within the community to assist in the completion of the terms and conditions of the court order or contract.
4. Maintains contact and secures a good working relationship with court personnel, attorneys, governmental, non-profit, and private agencies to insure appropriate level of monitoring of programs available for the completion of terms and conditions.
5. Assists in the collection and flow of funds required to cover the cost of supervision and court ordered fines and restitution from offenders.
6. Maintains confidentiality of information. Responds to inquiries in connection with affected parties following the rules of discovery, public record and confidentiality policy.
7. Attends court as required.
8. Keeps abreast of developments, trends, laws, and case law in the probation field. Attends professional conferences and programs.
9. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Board policies, procedures, practices, and department operations.
- Knowledge of Florida Statutes and case law relating to Probation and Pre-Trial Intervention Programs.
- Knowledge of counseling techniques.
- Skill in Human Relations matters.

Probation Officer

- Skill in computer applications.
- Ability to establish and maintain a rapport with the general public, public officials, department heads, program services providers, attorneys, court personnel, judges, governmental, private, and non profit agencies, probationers, community groups and fellow employees.
- Ability to effectively supervise probationers and individuals supervised under contract under adverse situations.
- Ability to communicate effectively both verbally and in writing.
- Ability to obtain personal information through interview, and conduct confidential investigations with mature judgment and tact.
- Ability to exercise initiative and to work with a minimum of supervision to accomplish assigned duties.
- Ability to analyze statistical data, compile data, and prepare reports.
- Ability to coordinate multiple activities.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented by courses in counseling, interviewing, criminology, investigations, management, and administration.
- Four (4) college degree in Counseling, Criminology, Criminal Justice or Public Administration is preferred.
- One (1) year experience dealing with the public preferably in a position related to probation or counseling work.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to work under stress with time constraints.
- Ability to communicate using speech, hearing and vision skills.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Work inside in an office environment with occasional driving outside work in homes and at employment sites of offenders.
- Exposure to individuals who are angry, depressed, resistant to rules and regulations, and who are under financial, physical and personal stress.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Rev. 10/07

FLSA Non-Exempt Status